

## **Sources Sought Notice**

Sources Sought Notice No.: HHS-NIH-NCI-SBSS-PCPSB-5028-69

**Title:** Tobacco Control Research Branch Scientific and Technical Services Support

### **Description:**

This is an 8(a) Small Business Sources Sought (SBSS) Notice. This is **NOT** a solicitation for proposals, proposal abstracts, or quotations. The purpose of this notice is to obtain information regarding the availability and capability of **qualified 8(a) small businesses** under the size classification relative to the North American Industry Classification System (NAICS) code for the proposed acquisition. Your responses to the information requested will assist the Government in determining the appropriate acquisition method, including whether a set-aside is possible. An organization that is not considered an 8(a) small business under the applicable NAICS code should not submit a response to this notice. This 8(a) Small Business Sources Sought notice is for information and planning purposes only and shall not be construed as a solicitation or as an obligation on the part of the NCI.

The NAICS code for the project is 541990.

The small business size standard is \$7M.

### **Background:**

The Tobacco Control Research Branch (TCRB), Division of Cancer Control & Population Sciences (DCCPS), National Cancer Institute (NCI), National Institutes of Health (NIH) seeks general support for its mission to decrease the use of tobacco in the U.S. and the development of tools to assist in the cessation efforts around the country for those who do smoke.

### **Purpose and Objectives:**

The purpose of this project is to provide support services to the Tobacco Control Research Branch in the Division of Cancer Control and Population Sciences. These support services will include: 1) writing, editorial, and graphic services for scientific presentations and outreach; 2) data management, tracking, and coordination; 3) coordination of scientific conferences and meetings; 4) development and production of the tobacco monograph series; and 5) liaison and communication assistance. The NCI is seeking capability statements from all eligible 8(a) small business concerns in performing the tasks/duties described herein.

Based on the responses received from this 8(a) SBSS notice, the proposed project may be solicited as a Total 8(a) Small Business Set-Aside. **THERE IS NO SOLICITATION AVAILABLE AT THIS TIME.** This 8(a) SBSS is for information and planning purposes only and shall not be construed as a solicitation or as an obligation on the part of the Government

## **Project Requirements:**

### **A. General Requirements**

#### Writing, Editorial, and Graphic Services for Scientific Presentations and Outreach:

Develop and produce scientific, technical, and consumer presentations and documents related to tobacco use and addiction.

#### Data Management, Tracking, and Coordination:

Provide support for tracking and coordination of TCRB projects including: 1) developing and updating TCRB long-range and operational plans, 2) developing mechanisms to track data, budgets, and projects, 3) forecasting the preparation of concept papers on tobacco related topics, 4) developing informational databases to compare and contrast various funding mechanisms, and 5) maintaining administrative/fiscal and programmatic information databases on TCRB programs/projects and related activities.

#### Scientific and Technical Support to Scientific Meetings and Conferences:

Provide conference and technical support to the Tobacco Control Research Branch including establishing the scientific strategy and technical plans for the conferences and meetings, and preparing transcriptions or summaries of the proceedings.

#### Support for Development and Publication of the Tobacco Monographs Series:

Provide coordination and support for the development of Tobacco Monographs to include: 1) recruiting editors, authors, and reviewers for developing, writing, editing, and reviewing the monographs, 2) providing general management activities associated with supporting the monographs including maintaining an operational procedures manual, monthly reporting, budget administration, file and materials maintenance, and providing ad hoc reports, 3) managing chapter, volume, and clearance review processes, 4) obtaining clearances and transfer of rights, 5) coordinating printing and dissemination of the monographs, and 6) maintaining the NCI monograph extranet website with Section 508 compliant searchable files and multiple levels of access and usability.

#### Liaison and Communication Assistance:

Assist in establishing and maintaining liaison with organizations and individuals involved and interested in tobacco use prevention and control to include: 1) developing and maintaining appropriate resource lists, 2) providing quick response capability in preparing responses for NCI, National Cancer Advisory Board (NCAB), Department and Congressional inquiries, 3) providing liaison, coordination, and communication assistance for current and future TCRB and NCI global or international research initiatives and activities, and 4) assisting with collaborative activities related to the diffusion, dissemination and delivery of TCRB research.

## **B. Project Management**

Provide the appropriate Project Management in developing the technical approaches and specifications to meet this requirement including: 1) providing a Contract Project Manager and appropriate key personnel, 2) developing technical approaches and specifications to meet the requirements, and 3) interacting on a weekly and bimonthly basis, either through personal contact, telephone, teleconference, and/or e-mail.

## **C. Services**

Provide messenger service at least three (3) times per week from capable 8(a) small business location to 6130 Executive Plaza, Rockville, Maryland 20852 for pickup and/or delivery of materials to NCI staff, on an as-needed basis.

### **Anticipated Period of Performance:**

The anticipated period of performance is for one base year starting the fall of 2010. This contract will include six (6) one year option periods.

### **Capability Statement/ Information Sought:**

Small businesses that believe that they have the ability to satisfy all of the above stated Project Requirements, and who meet the stated size standards, are encouraged to submit a capability statement. The capability statements will be evaluated based on the information provided in relation to the Project Requirements and the current in-house capacity to perform the work including: (a) staff availability, experience, and training; (b) prior completed projects of a similar nature; (c) corporate experience and management capabilities; and (d) examples of prior completed Government contracts, dollar value of the contracts, references, and other related information. On the first page of the capability statement, clearly state the small business concern's size status and type(s), name, address, point of contact, and DUNS number. The remainder of the capability statement should be tailored to the project requirements stated above and must demonstrate that similar work has been performed in the past, including the dollar value of that work. Capability statements should not exceed twenty (20), single-sided pages (including all attachments, resumes, charts, etc.), presented in single-spaced, 12-point font size minimum.

### **Information Submission Instructions:**

All capability statements sent in response to this 8(a) SOURCES SOUGHT notice must be submitted electronically (via e-mail) to Donna Perry-Lalley, Contracting Officer Representative, at [perryd@mail.nih.gov](mailto:perryd@mail.nih.gov), in either MS Word, WordPerfect or Adobe Portable Document Format (PDF), by **3:30 pm Eastern time November 9, 2009**. All responses must be received by the specified due date and time in order to be considered. ANY RESPONSES RECEIVED AFTER THAT DATE AND TIME WILL NOT BE CONSIDERED.

### **Disclaimer and Important Notes:**

This notice does not obligate the Government to award a contract or otherwise pay for the information provided in response. The Government reserves the right to use information provided by respondents for any purpose deemed necessary and legally appropriate. Any

organization responding to this notice should ensure that its response is complete and sufficiently detailed to allow the Government to determine the organization's qualifications to perform the work. Respondents are advised that the Government is under no obligation to acknowledge receipt of the information received or provide feedback to respondents with respect to any information submitted. After a review of the responses received, a pre-solicitation synopsis and solicitation may be published in Federal Business Opportunities. However, responses to this notice will not be considered adequate responses to a solicitation.

**Confidentiality:**

No proprietary, classified, confidential, or sensitive information should be included in your response. The Government reserves the right to use any non-proprietary technical information in any resultant solicitation.

**Primary Point of Contact:**

Donna Perry-Lalley

Contracting Officer Representative

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